



## MOBILE PHONES-STUDENTS

Daylesford Primary School  
Yandoit Primary School  
*Kind~Creative~Connected*



### Help for non-English speakers

If you need help to understand the information in this policy please call Daylesford primary school office 53482480

### PURPOSE

To explain to our school community the Department's and Daylesford and Yandoit primary schools policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

### SCOPE

This policy applies to:

1. All students at Daylesford and Yandoit primary schools and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### DEFINITIONS

“For the purpose of this policy, “mobile phone” refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.”

### OR

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

### POLICY

Daylesford and Yandoit primary schools understand that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Daylesford and Yandoit primary schools:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in the school office during school hours

[Type here]



*We pay our respects to elders past, present and emerging.  
We are proud to acknowledge Dja Dja Wurrung as the Traditional Custodians of this Country.*

- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office.

Personal mobile phone use In accordance with the Department's Mobile Phones — Student Use Policy issued by the Minister for Education, personal mobile phones must not be used at Daylesford and Yandoit primary schools during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

### Secure storage

Mobile phones and smartwatches owned by students at Daylesford and Yandoit primary schools are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Daylesford and Yandoit primary schools do not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Daylesford and Yandoit primary schools' Personal Property Policy AND/OR the Department's Claims for Property Damage and Medical Expenses policy.

Where students bring a mobile phone to school, Daylesford and Yandoit primary schools will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Daylesford and Yandoit primary schools students are required to store their phones in the front office.

### Enforcement

Students who use their personal mobile phones inappropriately at Daylesford and Yandoit primary schools may be issued with consequences consistent with our school's existing student engagement policies e.g. Student Wellbeing and Engagement and Code of Conduct or Bullying policies.

At Daylesford and Yandoit primary schools inappropriate use of mobile phones is any use during school hours, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying

[Type here]



*We pay our respects to elders past, present and emerging.  
We are proud to acknowledge Dja Dja Wurrung as the Traditional Custodians of this Country.*

- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

## Exceptions

### Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - o Health and wellbeing-related exceptions; and
  - o Exceptions related to managing risk when students are offsite.
- can be granted by the Principal, or by the teacher for that class, in accordance with the Department's Mobile Phones — Student Use Policy. The three categories of exceptions allowed under the Department's Mobile Phones — Student Use Policy are:

#### 1. Learning-related exceptions

##### Specific exception Documentation

For specific learning activities (class-based exception) Unit of work, learning sequence

For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty Individual Learning Plan, Individual Education Plan

#### 2. Health and wellbeing-related exceptions

##### Specific exception Documentation

Students with a health condition Student Health Support Plan

Students who are Young Carers A localised student record

#### 3. Exceptions related to managing risk when students are offsite

##### Specific exception Documentation

Travelling to and from excursions Risk assessment planning documentation

Students on excursions and camps Risk assessment planning documentation

[Type here]



*We pay our respects to elders past, present and emerging.  
We are proud to acknowledge Dja Dja Wurrung as the Traditional Custodians of this Country.*

When students are offsite (not on school grounds)

and unsupervised with parental permission Risk assessment planning documentation

Students with a dual enrolment or who need to

undertake intercampus travel Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Daylesford and Yandoit primary schools will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Wearable devices
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Discussed at annual staff briefings/meetings

[Type here]



*We pay our respects to elders past, present and emerging.  
We are proud to acknowledge Dja Dja Wurrung as the Traditional Custodians of this Country.*

- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

· [Insert links to your school's relevant policies e.g. Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying etc.] · Mobile Phones — Student Use Policy · Weapons — Banning, Searching and Seizing Harmful Items · Claims for Property Damage and Medical Expenses policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed 11/09/2023

Consultation [consultation is not mandatory but is recommended - insert date/s and who you consulted with e.g. student representative groups, parent groups, School Council]

Approved by Principal

Next scheduled review date 11/09/2027

[Type here]



*We pay our respects to elders past, present and emerging.  
We are proud to acknowledge Dja Dja Wurrung as the Traditional Custodians of this Country.*